



**DEPARTMENT OF INSURANCE
STATE OF ARIZONA**

Financial Affairs Division - Compliance Section
2910 North 44th Street, Suite 210
Phoenix, Arizona 85018-7269
Phone: (602) 364-3998
Fax: (602) 364-3989

**QUARTERLY FINANCIAL STATEMENT FILING INSTRUCTIONS
FOR INSURERS SUBJECT TO A.R.S. § 20-234 N.A.I.C. FILING REQUIREMENTS**

Foreign and Alien Property, Casualty, Life, Health or Title insurers and Fraternal Benefit Societies that are authorized in Arizona and required by their state of domicile to file Quarterly Statements with the N.A.I.C. **are NOT REQUIRED TO FILE A QUARTERLY STATEMENT WITH ARIZONA** unless specifically instructed in writing to file.

All Arizona Domestic insurers with direct writing authority are required to file hard copy Quarterly Statements with this Department **and** with the N.A.I.C. unless this Department has granted a filing exemption in writing.

All Mortgage Guaranty insurers are required to file hard copy Quarterly Statements with this Department.

The due date for each filing is no later than forty-five (45) days after the quarter-end date.

Please direct any questions to Rose McNabb at rmcnabb@id.state.az.us.

ARIZONA HARD COPY FILING SPECIFICATIONS:

ONE 8-1/2" x 14" Quarterly Statement is required and must:

- 1) Be prepared on current Association Edition forms in accordance with NAIC Quarterly Statement Instructions.
- 2) Be completed in a legible manner.

DOMESTIC INSURERS ONLY:

Must have **ORIGINAL, NOTARIZED SIGNATURES** OF AT LEAST (2) TWO EXECUTIVE OFFICERS WHOSE NAMES AND TITLES ARE LISTED ON THE JURAT PAGE.

MORTGAGE GUARANTY INSURERS ONLY:

Must include Supplementary Schedule F-5. Stamp this report '**CONFIDENTIAL**'. DO NOT MAIL A COPY OF THIS SCHEDULE TO THE N.A.I.C.

DO NOT MAIL TO THIS DEPARTMENT:

N.A.I.C. SVO Compliance Certification
DISKETTES
QUARTERLY SUPPLEMENT REPORTS i.e. Supplement A To Schedule T

MAIL TO:

Arizona Department of Insurance
Financial Affairs Division
2910 North 44th Street, Suite 210
Phoenix, AZ 85018-7269

NAIC FILING SPECIFICATIONS:

- A) **HARD COPY:** One 8-1/2" x 14" Quarterly Statement prepared on current Association Edition forms in accordance with NAIC Quarterly Statement Instructions.
- B) **ELECTRONIC FILING:** One 3 1/2" diskette labeled with company name, NAIC Number and financial statement period OR Internet filing is required

MAIL TO:

National Association of Insurance Commissioners
Services and Support Offices
2301 McGee Street, Suite 800
Kansas City, MO 64108-2662